



**LOUISIANA WORKS**

DEPARTMENT OF LABOR

M. J. "Mike" Foster, Jr.  
Governor

Garey Forster  
Secretary

OFFICE OF WORKFORCE DEVELOPMENT

**WELFARE-TO-WORK  
INSTRUCTION NO. 33**

TO: All LWIA Directors, LWIA Program Managers and State Welfare-to-Work Contractors

FROM: Sujuan M. Williams Boutte', Assistant Secretary

DATE: December 27, 2000

SUBJECT: Final Edition---- Financial and Participant Reporting Requirements

As all of you know by now, USDOL has changed their quarterly reporting requirements for states, requiring that we change what LWIAs report to us. Some of the new reporting elements required by USDOL includes demographic data such as gender, age, and ethnicity. USDOL is also interested in the number of participants served in each eligibility category sub-set.

In an effort to meet the new federal reporting requirements, we ask LWIAs to use the attached form beginning January, 2001.

This document must be completed monthly for each grant year (i.e. 1998 grant and 1999 grant). USDOL requires that we capture the number of participants being served by each grant. This document replaces the monthly participant status report LWIAs currently complete.

Please note that the financial reporting section has been eliminated. We did this for a few reasons. First, the LDOL Welfare-to-Work website contains the Monthly Expenditure form currently used by LWIAs; secondly, this new report would require LWIAs to submit two financial reports. Therefore, LWIAs are asked that they continue using the monthly expenditure reports, and are encouraged to use the semi-interactive version on the LDOL Welfare-to-Work website at <http://www.laworks.net/WTW.asp>

**Participant Status**

This form contains the bulk of new information. The most important element of this form is the columns labeled I, II, and III. USDOL wants to capture participant information since the implementation of the Welfare-to-Work amendments. That makes Column II especially important.

1. **Number of TANF Referrals:** Enter the number of TANF referrals received by the LWIA for the month (column I); since July, 2000 (column II); and since the inception of the program (column III).
2. **Number enrolled into Welfare-to-Work:** This reporting category has not changed. Enter the number of participants enrolled in each eligibility category.
3. **Number of referrals not enrolled:** This reporting category has not changed. Enter the number of referrals, including re-referrals, not enrolled into the Welfare-to-Work program.
4. **Participants served by activity:** This is a new federal reporting requirement. Enter the number of participants served for each of the activities in a month (column I); since the effective date of the Welfare-to-Work amendments (column II); and the cumulative total for the grant year. Individuals who are served in a number of program activities simultaneously should be counted on every applicable line item.

**Please note: the activities have been amended to reflect those allowed by the federal guidelines.**

An individual is classified as a “participant served” when any one or more of the services identified in section 5 are received by the individual. Also included as services which constitutes “participant served” status are “in-depth” assessment (e.g. assessment beyond that which is required for intake and eligibility determination purposes), development of an individualized service strategy, and case management services. Intake, initial assessment, and eligibility determination do not constitute “participant served” status for an individual.

5. **Number enrolled NOT receiving services:** This reporting category has not changed. Enter the number of participants enrolled in the program, but who are not receiving services.
6. **Participant Summary:** This is a new federal reporting category.  
No data should be entered into Column I.  
Column II should represent the cumulative aggregate number of all participants served in the 70% and 30% eligibility categories, **since the effective date of the WtW 1999 Amendments (July 1, 2000)**. Column III should represent the cumulative aggregate number of all participants served in the 70% and 30% eligibility categories, **since the inception of the grant**.
7. **Gender:** This is a new reporting requirement. Enter the cumulative aggregate total of male and female participants.
8. **Age:** This is a new reporting requirement. Enter the cumulative aggregate total of participants in each age range. LWIAs should report participants’ age at the time of participants’ enrollment into the program.
9. **Race and Ethnicity:** Enter the cumulative aggregate total of participants identifying in each category. Multi-racial/ethnic participants may identify in more than one category. For instance, a participant identifying as both “Hispanic or Latino” and “White” would be counted in both items.

**10. Disability:** This is a new reporting category. Enter the cumulative aggregate total of participants with or without a disability.

An individual with a disability is defined as any individual who has a physical (such as motion, vision or hearing) or mental (such as learning or developmental) impairment which substantially limits one or more of such person's major life activities and who has a record of such impairment, or is regarded as having such an impairment.

For your convenience, LDOL plans to put this form on the Welfare-to-Work website. In the meantime, LWIAs interested in receiving an electronic version of the participant status form can call Judy Golson at (225) 342-7620. The form is in Microsoft Excel.

Should you have any questions or comments, please contact Abby Kral at (225) 342-3016 or [akral@ldol.state.la.us](mailto:akral@ldol.state.la.us).

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Attachment - [Participant Status Form \(downloadable Excel file\)](#)